

NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES
POLICY AND PROCEDURE DIRECTIVE

SUBJECT: REQUEST FOR DISCHARGE

NUMBER: NN-RI-05

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ORIGINAL DATE: 08/08/90

REVIEW/REVISE DATE: 04/14/93, 05/02/96, 06/24/99, 05/06/04, 5/3/07, 3/18/10

APPROVAL: _____ Rosalyne Reynolds {s}, Agency Director

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I. PURPOSE

The purpose of this policy is to establish procedures for staff to follow when a voluntary consumer requests to be discharged from the facility.

II. POLICY

It is the policy of the Northern Nevada Adult Mental Health Services (NNAMHS) to discharge voluntary consumers within the normal working day when they request discharge and their physician agrees that the consumer is ready for discharge.

III. REFERENCES

1. Nevada Revised Statutes (NRS) 433A.140
2. NNAMHS Policy and Procedure Directive #NN-RI-17 entitled, "Status Conversion: Voluntary to Involuntary."

#### IV. PROCEDURE

1. Voluntary patients may request their discharge at any time. Each unit shall keep a supply of MR 169 "Request for Discharge: Voluntary Patient" and MR 162 "Discharge from Institute Against Medical Advice" forms and make them available to voluntary consumers upon request.
2. Staff will assist consumers as needed to complete the necessary forms.
3. Upon receipt of a MR 169 "Request for Discharge: Voluntary Patient", the Registered Nurse will verify the consumer's admission status. The Registered Nurse will notify the attending physician or the O.D. physician, as appropriate, of the consumer's request to leave the hospital.
4. The physician will see the consumer to determine which of the three options is most appropriate in the particular circumstance.
5. APPROVED DISCHARGE – if the physician agrees that the consumer appears ready for discharge, he/she will order the discharge. The registered nurse or physician will document all action taken in the progress notes.
6. DENIAL PROCESS (Legal 2000)
  - a. If the physician determines that the consumer is a danger to self or others, he shall not be discharged. An "Application for Emergency Admission" form or a "Legal 2000" shall be completed so that necessary judicial proceedings can commence. A legal "2000" for a voluntary inpatient is valid 48 hrs from the time of the medical clearance. (Refer to policy #NN-RI-17, entitled "Status Conversion: Voluntary to Involuntary".)
  - b. The consumer will be advised of this action by the physician.
7. A.M.A. DISCHARGE
  - a. If the physician believes the consumer is not substantially ready for discharge, and is not an apparent danger to self or others, the Doctor and/or other staff (at the doctors' request) may encourage the consumer to remain engaged with treatment.

- b. If the voluntary consumer persists in his/her request for discharge, the physician or Registered Nurse will have the consumer complete the MR 162 "Discharge Against Medical Advice".
  - c. The physician will issue an order for discharge against medical advice (AMA). Both the Registered Nurse and physician will document all appropriate details of the AMA discharge in the consumer's medical record.
  - d. If the consumer has property stored in Patient Accounts the ASO and Agency Director will be called in to retrieve the property prior to the consumer's departure unless the consumer agrees to return at a later date to collect the property.
8. WITHDRAWAL OF "REQUEST FOR DISCHARGE"
- a. Voluntary consumer may withdraw their request for discharge prior to leaving NNAMHS by signing the withdrawal statement on the MR# 169 "Request for Discharge: Voluntary Patient."
    - (i) The withdrawal must be initiated by the consumer.
    - (ii) The request to withdraw will be witnessed by nursing personnel.
    - (iii) The physician will be notified.